

Health and Safety Bulletin

29 July 2015

To: Heads of Department/Section, Executive Deans,
HSLOs and DHSOs, Faculty Managers

For Information

Health and Safety Plan and Health and Safety Performance Measures

Health and Safety Plan 2015 - 2019

Council has approved the Health and Safety Plan for the University¹ covering the period August 2015 to July 2019. It can be viewed by following the link below. You can also view an update on the Plan for 2014 to 2015 in the same location.

[Health and Safety Plans](#)

Performance Measures for August 2015 – July 2016

USG and Council have agreed health and safety performance measures for the academic year August 2015 – July 2016.

Inspections

The carrying out of annual health and safety inspections will continue to be a performance measure, as with previous years. The measure is:

- ***Each Department / Section has an action plan as evidence health and safety inspections have been carried out between August 2015 and end July 2016.***

Departments and Sections will need to arrange inspections and submit their inspection action plans to HSAS (CC their Faculty Manager for academic departments) within 2 months of the inspection date (or for inspections carried out in July, by mid- August).

If you have not already done so, you are encouraged to book the date for your 2015-16 inspection into your diary now, or put reminders into your outlook calendar to ensure that time is allocated to completing inspections and action plans and that you are able to meet the targets within the above timescale.

Overseas travel

It was agreed to continue to monitor the completion of overseas travel training for travellers to high risk locations. However the training provision is currently being reviewed. Once an agreement has been reached on how training will be delivered in the future, a bulletin will be issued advising you of the requirements.

Portable appliance testing (PAT)

It was agreed to discontinue the performance monitoring of PAT, however Departments and Sections will need to continue to arrange PAT. You are encouraged to put a reminder into your outlook diary when PAT is due to ensure this important task is being carried out at regular intervals. Monitoring will continue to be carried out through the annual inspection process.

¹ Note that the University's Plan does not cover UECS and Wivenhoe House Hotel, as they have their own Health and Safety Plans